

Sample Tenant Letter and Secondhand Smoke Survey for Use by Apartment Owners and Managers

[Date]

Dear Residents:


We are pleased that you have chosen to reside at [name of building/property]. The [name of management company or apartment building] has been studying changes that are occurring in the management of apartments. Many owners are deciding to regulate the use of tobacco products within their properties.

Apartment building owners are adopting smoke-free policies for a number of reasons. Secondhand smoke is a health hazard, especially for children, the elderly, and persons with chronic illnesses, for which there is no safe exposure. (Source: U.S. Surgeon General, 2006). In addition, smoking materials are the leading cause of fire deaths in Minnesota. (Source: MN Fire Marshal).

To ensure the health and safety of all persons living here, we are considering adopting a smoke-free policy for our building and individual units. We would like to hear from you! Let us know what you think about having rules about tobacco use in the building and on the grounds. Please fill out the short survey below and return it to [name of office, etc.].

Sincerely,

[Apartment Manager's name]

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Do you smoke in your unit?

- ☐ Yes
- ☐ No

Do other residents or guests smoke in your unit?

- ☐ Yes
- ☐ No

Can you smell smoke that comes from other units?

- ☐ Yes, and it bothers me
- ☐ Yes, but it doesn't bother me
- ☐ No

Do you worry about the effects of secondhand smoke on your health or the health of others?

- ☐ Yes
- ☐ No

Would you like your building to be smoke-free?

- ☐ Yes, I would like our entire building to be smoke free
- ☐ No, I would like our building to allow smoking in the units
- ☐ I have no preference

Building

Name: _____

Any comments?